



Bylaws

Statewide Self-Advocate Network (SSAN)



Rule I – Network Name

“Statewide Self-Advocate Network (SSAN)”

Rule II – Mission (Purpose)

Mission Statement

The Statewide Self-Advocacy Network (SSAN) promotes leadership and builds bridges that strengthen advocacy among disability communities by focusing on policy change.

What we do

- Develop the knowledge and skills to make a difference in our region and state.
- Speak up for people with disabilities.
- Learn about and advocate for issues important to people with disabilities.
- Lead regional and statewide advocacy groups and networks.



Rule III - Membership

The SSAN consists of advocates for people with developmental and other disabilities who are members representing regions and organizations or affiliates in California. New members will participate in an orientation with the Chair of SSAN and the SCDD Self-Advocacy Coordinator.

Members are expected to attend all meetings and inform the SCDD Self-Advocacy Coordinator if they must miss a meeting (example: doctor's appointment, sickness, and work commitment or transportation problems). The sponsoring agency will be notified by the Chair of SSAN if their member misses more than two consecutive meetings.

Members shall serve for a four-year term. A member may serve an unlimited number of consecutive terms as appointed by their area or organization.

Area Boards 1, 3, 5, 7, and Department of Developmental Services (DDS), Disability Rights California (DRC), terms begin with 1/2014 to 12/2014

Area Boards 9, 11, 13 California Foundation for Independent Living Centers (CFILC), University Center for Excellence in Developmental Disabilities of Southern California Children's Hospital (UCEDD - USC) terms begin with 1/2014 to 12/2015

Area Boards 2, 4, 6, and University Center for Excellence in Developmental Disabilities of University California Los Angeles Tarjan Center (UCEDD - UCLA), Center for Excellence in Developmental Disabilities University California Davis MIND Institute (MIND), Association of Regional Center Agencies (ARCA), terms begin with 1/2014 to 12/2016

Area Boards 8, 10, 12 (California People First) CAPF, State Council on Developmental Disabilities (SCDD) terms begin with 1/2014 to 12/2017

Rule IV – Officers and Elections

Officers

SSAN officers will be Chair, Vice-Chair and Secretary.

To run for SSAN Chair, the individual must have been an active member of SSAN for at least one (1) year.

If an officer cannot complete a term, another member will be elected by the SSAN at the next regularly scheduled meeting. That newly elected officer shall serve the remainder of that term. The completion of that vacated term does not count towards the term limit of any officer position.

Duties of the Chair:

1. Work with SSAN Executive Committee which includes Vice Chair and Secretary along with the network contractors and SCDD staff to prepare meeting agendas.
2. Represent SSAN in the community.
3. Work with SSAN members to follow up on issues brought up at meetings.
4. Work with SSAN contractors in between meetings.
5. Communicate as needed with SSAN members in between meetings.
6. Know SSAN By-laws.
7. In the event of a time, date or location change the Chair will notify members before creating agenda.

Duties of the Vice-Chair:

1. As a member of the SSAN Executive Committee work along with the network contractors with input from SCDD staff to prepare meeting agendas.
2. Perform all duties of Chair in absence of Chair.

3. Have ongoing communication with the Chair before each meeting.
4. Assist Chair to follow up on issues brought up at meetings.

Duties of Secretary

1. As a member of the SSAN Executive Committee work along with the network contractors with input from SCDD staff to prepare meeting agendas.
2. Perform all duties of Vice Chair in their absence.
3. Takes roll call to establish quorum.
4. Works with network contractor to prepare and distribute minutes of meetings.
5. Keep track of motions, votes and actions at meetings.
6. Act as parliamentarian.

Requirements of Chair, Vice-Chair and Secretary

1. Attends SSAN meetings regularly.
2. Serve as a mentor for new members
3. Know SSAN By-Laws and meeting procedures.

Election of Officers

The SSAN will nominate and vote for their officers. Members cannot nominate themselves but must be nominated by another member and seconded by another member and the nominee has the right to refuse the nomination.

Nominations will be made on day 1 of the meeting, speeches and elections will be done on Day 2 of the meeting. The results of the elections will take effect that day.

Speeches with a five minute time limit will be allowed but if there are

10 or more candidates for all offices combined the SSAN members may vote to reduce the time limit.

The nominated member receiving the most votes will hold the office for a term of two (2) years. An officer is limited to serving only one (1) time in the same office consecutively but may run for that office after sitting out for one term.

The chair does not vote in elections unless there is a tie and then the chair will break the tie unless the chair is running for that office. Then, we will have a run-off election without speeches between the top two candidates.

Elections will be held at the first SSAN meeting following October 1 and voting shall be by roll call.



Rule V - Meetings

The SSAN will meet quarterly. The SSAN may have regional or special meetings to discuss important issues or presentations. Meetings shall be noticed and conducted according to Bagley-Keene and the process of the meeting shall follow Roberts Rules of Order.



Rule VI - Voting

Each member has one (1) vote and has authority to vote on issues presented at SSAN meetings.

A quorum (50% plus one) for SSAN requires 12 members. A majority of the quorum present shall be necessary to take action on business.



Rule VII – Committees

Standing (Permanent) – may meet monthly by webcam, telephone, or in-person either, before, after or during an SSAN meeting.

Executive – The Executive Committee is made up of the SSAN Chair, Vice Chair and Secretary. Its purpose is to set the agenda, work with network contractors and SCDD Self-Advocacy Coordinator and any business that may arise between regularly scheduled SSAN meetings.

Ad Hoc (temporary) - A member can make a motion to create a committee if they feel one is needed as an ad hoc. An ad hoc committee shall have a Chair appointed by the SSAN Chair. Ad hoc committee terms and duties are determined by SSAN.



Rule VIII – Amendments

Amendments to these By-laws require a 2/3 vote of the full SSAN.